DOCUMENT RESUME

LI 003 494

ED 059 755

TITLE Objectives and Standards for Libraries in Correctional Institutions.

INSTITUTION American Correctional Association, College Park, Md.

PUB DATE 62

NOTE 4p.; (0 References)

JOURNAL CIT American Journal of Correction; Jul-Aug 1962

EDRS PRICE MF-$0.65 HC-$3.29

DESCRIPTORS *Corrective Institutions; *Institution Libraries; Librarians; Library Facilities; Library Planning; *Library Services; *Library Standards; Library Technicians; *Objectives; Special Libraries

IDENTIFIERS *Prison Libraries

ABSTRACT

The library shares in common with other units or divisions of the institution the responsibility for educational, social, and vocational training of people committed to the institution. In carrying out this function, the library program: (1) provides vocational information; (2) enlarges social and reading backgrounds; (3) develops reading as a satisfying leisure-time activity, a therapeutic release from strain, and a positive aid in substituting new interests for undesirable attitudes and (4) prepares the individual, through his own efforts, for release and post-prison life. The Institution library carries out these objectives and functions by providing: (1) informal adult education through guidance, counseling, and planned reading courses geared to the needs and abilities of each individual; (2) materials supplementary to the work of and useful to the psychologist, the educational program, and all other divisions and staff members of the institution to whom library resources in and outside of the institution may be of value and (3) contacts with good library service which will accustom the individual to library usage as an essential in post-institution life. (Author/NH)

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OBJECTIVES AND STANDARDS FOR LIBRARIES IN CORRECTIONAL INSTITUTIONS*

Prepared by

Committee on Institution Libraries

of the

American Correctional Association

MARION H. VEDDER, Chairman**

TO support, broaden, and strengthen the institution's total rehabilitation program by providing appropriate library materials in an attractive library setting, with library staff adequate for directing planned programs to encourage and facilitate maximum use of the materials.

Specifically, the library shares in common with other units or divisions of the institution the responsibility for educational, social, and vocational training of people committed to the institution. In carrying out this function, the library program:

1. provides vocational information
2. enlarges social and reading backgrounds
3. develops reading as a satisfying leisure-time activity, a therapeutic release from strain, and a positive aid in substituting new interests for undesirable attitudes
4. prepares the individual, through his own efforts, for release and post-prison life.

The institution library carries out these objectives and functions by providing:

1. informal adult education through guidance, counseling, and planned reading courses geared to the needs and abilities of each individual
2. materials supplementary to the work of and useful to the psychologist, the educational program, and all other divisions and staff members of the institution to whom library resources in and outside of the institution may be of value
3. contacts with good library service which will accustom the individual to library usage as an essential in post-institution life.

ACCESS

Regular library hours should be maintained (desirably 10 hours daily) where staff is sufficient.

Weekend, holiday, and evening hours are highly desirable.

Inmates should have adequate opportunity to select their own books and read in the library.

Teachers, or other staff members, should be able to use the library as a laboratory when the schedule permits and the lessons indicate this method desirable.

Isolated groups who cannot visit the library at least once a week should receive book cart service or have access to a branch library.

LIBRARY SERVICES

Factors which influence character, quality, and extent of services:

Institution program and policies.

Type of inmates and their particular needs and interests.

Degree of cooperation—within the institution among both professional and nonprofessional staff
—with other libraries, state and local.

Size and quality of the library collection and organization of materials.

Library staff (number and qualifications).

Adequacy of library budget.

Library location, layout, and size.

SERVICES PROVIDED SHOULD INCLUDE:

Reader guidance:

The librarian should devote a major part of time to reader guidance for:

Those referred by a staff member.

Those who request it individually.

Those who are observed to need it but who do not themselves recognize the need.

Information and reference service:

Should be available to each inmate.

Should be available to staff (telephone service if needed).

If information is not available in the library collection, librarian should seek this information from the State Library or some other large or specialized library.

Inter-library loan service:

Librarian should obtain by request from the State Library, or other large library, materials needed but not available at the institution.

Booklists and bibliographic information:

Prepared for specific needs.

Secured from other sources.

*Approved by the Association of Hospital and Institution Libraries of the American Library Association, January 29, 1962, and by the Board of Directors of the American Correctional Association, February 9.

**The following members of the Committee cooperated: Miss Genevieve Casey, president of the Association of Hospital and Institution Libraries of the American Library Association, and Michigan State Librarian, Lansing, Mich.; Price Chenault, Director of Education, New York State Dept. of Correction, Albany; Miss Mary R. Cochran, New Richmond, Ohio, former chairman of Committee on Libraries in State Institutions of the Ohio Library Assn.; C. J. Eckenrode, president of Correctional Education Assn., and superintendent, Vocational Education and Training, Bureau of Prisons, Washington, D. C.; Raymond Embree, chairman, Committee on Libraries in State Institutions of Ohio Library Assn., and Ross County District Library Director, Chillicothe, O.; Mrs. Betty Flynn, Chief of Book Services, Division of Library Extension, Dept. of Education, Boston, Mass.; David Kantor, former Librarian, California State Prison at Folsom, now Head of Extension for the Volusia County Public Library, Daytona Beach, Fla.; Miss Margaret M. Kinney, chairman of Standards Committee of Assn. of Hospital and Institution Libraries of American Library Assn., and chief librarian, U. S. Veterans Administration Hospital, Bronx, N. Y.; Miss Alma Lundeen, institutional library consultant, Illinois State Library, Springfield, Ill.; Miss Eleanor Phinney, executive secretary, Assn. of Hospital and Institution Libraries, American Library Assn., Chicago, Ill.; Miss Helen Price, past president of Assn. of Hospital and Institution Libraries, American Library Assn., and medical librarian of U. S. Veterans Administration Hospital, Topeka, Kan.; and L. E. Wormley, departmental supervisor of education, California Dept. of Corrections, and past president of Correctional Education Assn., Sacramento, Calif.

Reprinted from the July-August, 1962, AMERICAN JOURNAL OF CORRECTION

Recreational reading:

1. Selected in accordance with written book selection policy of the institution.
2. In sufficient quantity and variety for all tastes, levels of reading.
3. Available to everyone, in the library and in cells or dormitories.

Educational reading:

To supplement and support formal education and the aims and the treatment programs of the institution.

For informal self-education and self-improvement of any inmate.

Discussion groups:

Materials—based discussion groups, such as Great Books, American Heritage, and other "library" oriented discussions, should be sponsored by the library with staff and "outside" assistance as needed or desirable.

Listening groups:

Recordings of music or the spoken word should be regarded as appropriate for library-sponsored programs when library facilities are adequate.

Exhibits and publicity:

The librarian should prepare appropriate exhibits to accompany films and other programs in education and other departments.

Exhibit space within the library should be continuously used and frequently changed to keep in touch with important events, trends, seasons.

Special library projects such as the promotion of National Library Week attention to the many values of libraries in general and to the institution library in particular.

Posters within the library and throughout the institution should attract interest in library services, new books, and other materials.

Book marks should be designed to have interest, serve a useful purpose, and be made readily available.

Optimum use should be made of the institution paper in publicizing the library and its materials to both inmates and staff.

Whenever possible, there should be library exhibits and news notes *outside* the institution to create greater understanding and interest.

Attractive and readable brochures on how to use the library as well as interesting facts about the library should be available.

LIBRARY MATERIALS

For the inmate library, current book titles and duplicates of the most popular titles, replacements of the useful older standard titles, up-to-date reference material, wide variety of current periodicals, representative newspapers, pamphlets, pictures, recordings, films (unless the latter are the responsibility of another department).

For the staff, books, journals, pamphlets at varying levels for professional information and advancement, covering all aspects of the institution program.

Principles in selection:

Rehabilitation, with all its implications, is a most important part of the over-all correction institution program. The library has a positive role to play in this process and should provide only those materials which have positive value, whether they be for wholesome recreation, accurate, up-to-date information, inspiration, or esthetic and cultural development. Material which is suitable in content, make-up, and reading level should be available to all of the institution population and should support the total institution program. Omission of books which will not support the institution program and philosophy constitutes good selection, not undesirable censorship.

There should be a written statement of book selection policy which is approved by the administrative and educational staff for the guidance of the librarian who is responsible for selection. Purchase suggestions by all staff and inmates should be encouraged, with the understanding that the librarian must make the final selection. Approval of book orders should rest with the warden or with a staff member delegated by the warden.

Gift books should be carefully weeded and only those titles added to the collection which conform to the book selection policy.

Textbooks and audio-visual materials are not the direct responsibility of the librarian. Programs using films and records, however, should be closely related to the library collection and program through cooperative planning by staff members.

Size of collection:

A collection within an institution should never be less than 6,000[1] well-selected volumes with at least 10 books per inmate. Institutions which have large groups of long-term prisoners should provide a minimum of 15-20 volumes per inmate. The collection will normally be reduced by at least 10 per cent each year from obsolescence, wear, and loss. This requires a comparable replacement schedule.

Each correctional institution should have access to a general library collection of at least 100,000 volumes for reference and inter-library loan service. This general library may be the State Library or a local public library.

Annual additions:

These should be at the rate of one current book per inmate, minimum.

Budget:

For current books: one book per inmate at current cost (e.g., an institution population of 1,000 will require a current book budget of $3,000 if average cost of a book is $3.00).

For replacement and binding: add 35 per cent of estimated cost of current books.

For periodicals and newspapers: plan for a variety to support the institution program and meet inmates' interests—75-125 titles are desirable.

For other materials: budget for pamphlets, pictures, recordings, and films according to use in the institution program. Allow for rental and postage.

Staff library:

A basic collection of standard and recent books and journals in all areas related to the correctional institution programs should provide 500-1,000 volumes and 25-50 journals.

A minimum of $500 annually is recommended to maintain this library adequately.

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[1]An exception may be made for a very small institution such as a camp or prison farm. Here there should be a small reference collection, supplemented by frequently changed books from a bookmobile, public library, or the State Library.

STAFF

Place in organization:

Library staff should be a part of the education and treatment programs, responsible to the Superintendent or Associate Warden in charge of Treatment, where there are such treatment positions. In institutions where such titles do not exist, the library staff should be under the Director or Supervisor of Education. Where there is a Director of Education, the librarian position should be at a grade level equivalent to that of Supervisor of Education. Where the Supervisor of Education is the top educational person, the librarian position should be equivalent to Senior or Supervising Teacher. Although the library should be coordinated with the education program, its services to both staff and inmate population must of necessity extend beyond those of the usual school library; therefore, there should be a clear line of communication and authority between the librarian and top administrative staff.

Number of staff[2]:

For institution with population up to 1,000 inmates:
1 professionally trained librarian

For institution with population 1,000-2,000 inmates:
1 professionally trained librarian
1 correctional officer

For institution with population from 2,000-3,500 inmates:
1 professionally trained librarian
1 correctional officer
1 library technician or senior clerk

For institution with population over 3,500 inmates:
1 professionally trained librarian
1 professionally trained assistant librarian
1 correctional officer
1 library technician or senior clerk

Qualifications:

A well-trained, qualified librarian is a valuable member of the treatment team. He should have a knowledge and understanding of the over-all philosophy of treatment, of the programs and activities of other departments, of ways in which library materials and services can enrich these programs, and of the potentialities for treatment in the librarian's relationship with individual inmates in purposeful counseling with books or other library materials.

The librarian should be a college graduate with a degree from an approved library school. Courses in adult education, sociology, psychology, and criminology are recommended. It is desirable that a correctional librarian have at least one year's experience in a public, school, or college library, including some experience in administration and reader guidance, before entering the correctional library field. In-service training in institutions which have a trained supervising librarian is also desirable.

The civilian assistant to the librarian may be designated as a correctional officer, library technician, or senior clerk. Persons with college degrees should be encouraged to secure professional library training. Trainee programs, stipends and scholarships, opportunity for promotion, are highly important in the field of correctional librarianship. Small or specialized units, such as camps or diagnostic centers, may find it satisfactory to have library services provided by a large library. They may be a branch of a larger correctional institution, or have branch or bookmobile service provided by a large public or state library.

[2]For each professionally trained librarian there should be a minimum of one full-time clerical person (or part-time equivalent).

Duties of the librarian (administrative, professional, technical, and educational):

The librarian should:

1. direct library policy and programming
2. prepare the library budget
3. plan library services for the entire institution population
4. select and evaluate library materials
5. direct the acquisition and organization of all library materials
6. devote a large proportion of time to book counseling and reader guidance
7. train and supervise inmate library assistants
8. maintain an active role in in-service training of the institution civilian staff
9. give instruction in the use of the library
10. plan library quarters
11. make reports of library progress and use
12. plan and supervise library publicity
13. maintain and supervise reference and interlibrary loan service
14. assist education and other staff members with library materials to enrich their programs
15. assist all staff in efforts to qualify for professional advancement
16. keep informed of new developments in the library and correctional fields by professional reading, participation in state and national professional organizations, and attendance at conferences
17. prepare job descriptions and specifications for library positions: professional, clerical, and inmate assistants.

Duties of assistant librarian:

Responsible under the general direction of the librarian for assigned phases of library administration and services.
Acts for the librarian in his absence.
Under the general direction of the librarian, supervises the work of clerical and inmate assistants.

Duties of correctional officer (library)

1. maintain discipline
2. supervise daily interview line outside librarian's office
3. operate exit checkpoint at library door
4. organize and manage system of lost book retrieval
5. serve as direct and immediate contact for custodial necessities.

Duties of library technician or senior clerk:

1. type all confidential reports and correspondence
2. assist in training and supervision of inmate assistants
3. supervise and proof all catalog filing
4. supervise receiving and checking of all acquisitions of books and equipment
5. assist in maintaining discipline in absence of correctional officer.

Inmate library assistants:

Classification Committee should select inmates for library assignments who meet specifications for the jobs.

Librarian should give each inmate brief, intensive training in library routines. There should be a proba-

tionary period in which the librarian evaluates the aptitude and performance of the inmate in the library assignment.

Credit should be given on an inmate's prison record for initiative and accomplishment. Appropriate duties which inmate assistants may perform, include:

1. typing correspondence, reports, catalog cards
2. preparing orders and requests
3. checking over-due books and sending notices
4. charging books
5. filing cards
6. checking orders
7. taking inventory
8. keeping records
9. processing books and other materials
10. maintaining the collection and quarters in good order
11. assisting in preparation of exhibits

LIBRARY QUARTERS

Location factors:

Accessibility to school
Accessibility to those not in schools
Accessibility to outdoor recreation facilities
Accessibility to personnel
Accessible with minimum supervision at all times including evenings and weekends

Space factors:

Number of books
(See Library Materials—*Size of collection*)
Determining book space
15 volumes per square foot of floor space
24 volumes of fiction per 3 ft. shelf
15 volumes of nonfiction per 3 ft. shelf

Standards for book shelving:

Width—3 ft.
Depth—8", 10", and 12"
Heights—
Wall type—6' 10" (6 shelves)
5' 6" (4 shelves)
Aisle type (double faced)
5' 6" (4 shelves)
3' 6" (2 shelves)
Shelves should be adjustable and the base shelf should be sloping for easier reading of titles.

Reader space
Provide seats for no less than 5 per cent of population
Allow 35 sq. ft. per reader

Additional rooms:

Work room
Location—adjacent to the library control center and to librarian's office
Size—100 sq. ft. per worker
(do not underestimate number of workers)

Librarian's office
Location—accessible to the work room with provision for supervision of both library and work room but with provision for quietness for concentrated work and privacy for conferences with readers and staff
Size—minimum of 120 sq. ft.

Conference room
Location—accessible to librarian's office for supervision
Size—depends on use. This room may be combined with librarian's office with provision to shut it off when desired.

Staff library
Location—desirable to have it accessible to librarian's office for administration but most important that it be easily accessible to staff. Possible to combine with conference room.
Size—provide for 500-1,000 books and 25-50 journals (15 volumes per 1 sq. ft.)
minimum readers—6 (35 sq. ft. per reader)

Lavatory
For use of library staff and accessible to librarian's office

Light, heat, ventilation, acoustics:

Minimum light—70 foot candles
Controlled, even temperature
Radiators placed with shelving requirements in mind
Humidity between 56-60 per cent
Good ventilation, with air conditioning in warm climates
Acoustic tile on ceiling and upper walls
Floor covering that is resilient but durable (linoleum, rubber tile, or some comparable covering)

Furniture and equipment:

Seek the advice of one or more reputable library equipment manufacturers and experienced librarians.
Too much furniture can be as great a problem as too little.

Library supplies:

Consult several library supply house catalogs.
Purchase in quantities to effect savings but rarely more than one year's supply.